




DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT CAPTURING DISASTER EVENT COSTS	POLICY NO. 801.09	EFFECTIVE DATE 09/01/2005	PAGE 1 of 7
APPROVED BY:  Director	SUPERSEDES 401.11 09/01/2005	ORIGINAL ISSUE DATE	DISTRIBUTION LEVEL(S) 1, 2

PURPOSE

- 1.1 To establish procedures for capturing all disaster related costs needed for the preparation of disaster claims.

BACKGROUND

- 2.1 Disaster events are unpredictable and may be multiple. Because such incidents financially impact the operations of County departments, it is critical to establish procedures designed to track and capture all costs associated with the provision of disaster services by the Department of Mental Health (DMH).
- 2.2 After Federal/State disasters and/or emergencies are declared, funds or grants are available to local governments. Federal and/or State agencies such as Federal Emergency Management Agency (FEMA) reimburse only for allowable costs associated to the disaster, including costs associated with contracted Non-Government Agencies (NGA providers). The Board of Supervisors must give approval before entering into or amending a contract with an NGA provider (Attachments I and II). If such allowable costs are properly documented, DMH may receive reimbursement. In accordance with program requirements, Labor Record forms must be in place to support labor hours spent on disaster services. Services and supplies and any other operational costs associated with the disaster must also be identified and properly documented.

POLICY

- 3.1 For each disaster, the Accounting Division will assign a Fund Organization Code (Fund/Org Code), a Revenue Source Code, and any necessary Minor Object Codes.



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- 3.2 For regular County staff, **only** overtime spent on disaster services is allowable for reimbursement, excluding in-kind hours. Fringe benefits for regular County staff are not reimbursable.
- 3.3 For County staff hired strictly for a particular disaster, all regular time and overtime spent on disaster services are allowable for reimbursement. Usual and customary fringe benefits under established personnel policies are reimbursable.
- 3.4 Costs submitted by NGA providers on the monthly claims for reimbursement are allowable according to the guidelines of a particular disaster program and the DMH service agreement and/or contract amendment(s).
- 3.5 For all other DMH operating costs, only those expenses allowable according to the guidelines of a particular disaster program are reimbursable. Those operation costs not allowable for reimbursement will be accounted for as in-kind costs.

PROCEDURE

- 4.1 The Budget Division shall request a CAP “unit” designation from the Accounting Division for the year in which the disaster occurred.
- 4.2 Upon the declaration of a disaster, the Budget Division shall assist the Department’s disaster grant writing team.
- 4.3 Immediately following a disaster declaration, the DMH Disaster Coordinator shall request the Accounting Division to assign a Revenue Source Code to a disaster program and a Minor Object Code to keep track of expenses paid to NGA providers contracted under the disaster grant.
- 4.4 The Accounting Division shall notify the DMH Disaster Coordinator of the Revenue Source Code and the Minor Object Code as well as indicate the Fund/Org Code where the disaster related costs are to be charged.



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4.5 The Accounting Division shall inform all necessary parties that a Fund/Org Code has been assigned to a particular disaster program as well as a Revenue Source Code and a Minor Object Code:

- Budget Division
- Third Party Revenue Recovery Unit (TPRRU)
- Provider Reimbursement Division
- Human Resources shall assign newly hired staff for a particular disaster under the Fund/Org Code

Labor Records

5.1 Labor Records for regular County staff shall be completed as follows:

5.1.1 The DMH Disaster Coordinator shall select staff to provide disaster services.

5.1.2 The DMH Disaster Coordinator shall provide Labor Record forms (Attachment III) and instructions (Attachment IV) to all staff. Only clinical staff shall receive Exhibits A, B, C, D, E, and F.

5.1.3 The DMH Disaster Coordinator shall advise disaster staff what Fund/Org Code to enter in the Labor Record when providing disaster services.

5.1.4 Staff shall complete the Labor Record according to the Labor Records Instructions for Regular County Staff.

5.1.5 After the supervisor or a designee approve of the Labor Record, the DMH Disaster Coordinator shall submit the Labor Record and a copy of the Timecard, ROTO (request for overtime), Timecard Adjustments (if applicable), and mileage claim (if applicable) to the Third Party Revenue Recovery Unit (TPRRU) for calculation of total overtime costs.

5.2 Labor Records for new staff hired for the disaster shall be completed as follows:



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- 5.2.1 DMH may hire new employees to work under the disaster grant. **NOTE:** In the past, the hiring of Community Workers has created problems because the duties described in their payroll title are not the same as the duties necessary to work under the disaster grants. Therefore, when hiring, the Department shall ensure the duties for the payroll positions hired correspond to the duties necessary and designated to work under the disaster grant.
- 5.2.2 The DMH Disaster Coordinator shall provide New Hires Labor Record forms (Attachment V) and instructions (Attachment VI) to staff. Only clinical staff shall receive Exhibits A, B, C, D, E, and F.
- 5.2.3 The DMH Disaster Coordinator shall advise disaster staff what Fund/Org Code to enter in the New Hires Labor Record when providing disaster services.
- 5.2.4 Staff shall complete the New Hires Labor Record according the Labor Record Instructions for County Staff Hired for a Disaster Event.
- 5.2.5 After the supervisor or a designee approve of the Labor Record, the DMH Disaster Coordinator shall submit the Labor Record and a copy of the Timecard, ROTO (request for overtime), Timecard Adjustments (if applicable), and mileage claim (if applicable) to the TPRRU for calculation of salaries and fringe benefits. **NOTE:** Salaries and fringe benefit information can be obtained from CAPS: CWPAYS (microfiche).
- 5.3 Records for NGA providers shall be completed as follows:
- 5.3.1 Following the execution of the contract, the DMH Disaster Coordinator shall transmit the Monthly Claim for Reimbursement form (Attachment VII) and instructions (Attachment VIII), Labor Record forms for NGA Providers (Attachment IX) and instructions (Attachment X) to NGA providers. Exhibits A, B, C, D, E, and F are for clinical staff only.
- 5.3.2 The NGA provider shall prepare a Monthly Claim for Reimbursement to include only those costs allowable under the contract.



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- 5.3.3 The NGA provider shall complete and submit the Monthly Claim for Reimbursement, along with Labor Records and other supporting documentation to the DMH Disaster Coordinator for approval.
- 5.3.4 Upon approval of the claim documents submitted by the NGA provider, the DMH Disaster Coordinator shall submit the provider's claim to the Provider Reimbursement Division for payment.
- 5.3.5 The Provider Reimbursement Division shall submit the NGA provider's claim for reimbursement and payment vouchers to TPRRU for compilation of costs and submittal of the claim to the appropriate Federal or State agency.

Operating Costs

- 6.1 Other DMH Operating Costs incurred for the provision of disaster services shall be approved by the DMH Disaster Coordinator.
- 6.1.1 Allowable expenses for reimbursement may include facility rental for community meetings, consultant services, necessary travel/mileage, office supplies, printing, training materials, equipment rental, software rental/lease, telephone, postage, vehicle rental, and answering service fees as well as other allowable expenses under the disaster program.
- 6.1.2 Non-allowable expenses for reimbursement are accounted for as in-kind costs. These may include bonuses or commissions paid to individuals or firms; real property including land, land improvements, depreciation, structures and their attachments and structural improvements and alterations; membership dues of professional licensees; equipment purchases such as computers, printers, telephone lines, mobile telephones and pagers, or vehicle purchases; weapons and ammunition, lobbying activities and fund raising; advertising and public service announcement; and overhead or administrative costs.



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- 6.2 Before submitting other operating expenses to the Accounting Division for payment, the DMH Disaster Coordinator shall indicate on the invoices what expenses are in-kind costs.
- 6.3 The Accounting Division shall issue payment of operating expenses and charge them to the corresponding Fund/Org Code.
- 6.4 The Accounting Division shall determine other operating costs not necessarily approved by the DMH Disaster Coordinator (i.e., depreciation, overhead and administrative costs) and charge them to the corresponding Fund/Org Code.
- 6.5 TPRRU shall obtain information from CAPS: CWPAYS (microfiche) and make copies of supporting documentation for compilation of other DMH operating costs and submittal of a claim to the appropriate Federal or State agency.
- 6.6 TPRRU shall prepare the necessary worksheets compiling, itemizing, and summarizing Labor Costs, Contracted Agencies' Reimbursements, and other DMH Operating Costs.
- 6.7 TPRRU shall prepare a disaster claim and submit it to the corresponding Federal or State agency for reimbursement.
- 6.8 TPRRU shall file the supporting documentation for disaster claims.
- 6.9 TPRRU shall reconcile claims payment data to the CAPS.

ATTACHMENTS

- [Attachment I](#) [Board of Supervisors' letter](#)
- [Attachment II](#) [Executive Summary](#)
- [Attachment III](#) [Labor Record Forms for Regular County Employees](#)
- [Attachment IV](#) [Instructions re: Labor Record Forms for Regular County Staff](#)
- [Attachment V](#) [Labor Record Forms for Newly Hired Disaster Employees](#)
- [Attachment VI](#) [Instructions re: Labor Record Forms for Newly Hired Disaster Staff](#)
- [Attachment VII](#) [Monthly Claim for Cost Reimbursement Form](#)
- [Attachment VIII](#) [Instructions for Monthly Claim for Cost Reimbursement](#)



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[Attachment IX](#) [Labor Record Forms for NGA Providers](#)

[Attachment X](#) [Instructions for Labor Record Forms for NGA Providers](#)

EXHIBITS

Exhibit A	Individual Crisis Counseling Services and Instructions
Exhibit B	Group Services Tally Sheet
Exhibit C	Group Crisis Counseling Services and Instructions
Exhibit D	Individual Services Tally Sheet for Demographic Data and Instructions
Exhibit E	Individual Services Tally Sheet for Reactions and Referrals and Instructions
Exhibit F	Educational Services and Instructions

REVIEW DATE

This policy shall be reviewed on or before September 2010.